



DUPAGE COUNTY AMATEUR RADIO EMERGENCY SERVICE (ARES) ICS-213 (ARES VERSION) FORM COMPLETION INSTRUCTIONS

December 1, 2011

ORIGINATION FORM FIELDS

NUMBER – Assigned by the message originator and/or the Net Control Station (NCS)

PRECEDENCE – Designated by the message originator

Emergency – Any message having life and death urgency to any person or group of persons

Priority – Important messages having a specific time limit

Health and Welfare – A message that is an inquiry into the well-being of an individual in a disaster area

Routine – Normal traffic during normal times

FROM STATION – Person, call sign, title or organization that is the message originator.

CHECK – The number of words occupied by the message as counted by the person who originated the message

PLACE OR ORIGIN – Location where message was originated or originally drafted.

TIME FILED – Time the message was originated expressed as local time using the 24 hour format

DATE FILED – Date the message was originated expressed as local time

HANDLING INSTRUCTIONS – Designated by the message originator

TO – Person to whom the message is to be delivered

POSITION – Position or title of the person to whom the message is to be delivered

FROM – Person who requested that the message be sent

POSITION – Position or title of the person who requested that the message be sent

SUBJECT – Brief and concise summary of the purpose of the message

MESSAGE BODY – Message as dictated by the person who requested that the message be sent entered with one word on each line with the exception of punctuation which is entered on the same line as the word it follows

WORD COUNT – The number of words occupied by the message as counted by the person who received the message

RECEIVED FROM – Person, call sign, title or organization that the message was received from

INITIALS – Initials of the person, call sign, title or organization that received the message

POSITION – Position or title of the person that received the message

RECEIVED BY – Person, call sign, title or organization that received the message

RECEIVED TIME – Time the message was received expressed as local time using the 24 hour format

RECEIVED DATE – Date the message was received expressed as local time using the 24 hour format

REPLY FORM FIELDS

NOTE – The reply section of the ICS-213 (ARES Version) form is to be utilized for a direct response or acknowledgement of the original message only

NOTE – If the intended reply introduces or addresses a new subject or issue, then a new ICS-213 (ARES Version) should be originated

NOTE – Entries in the reply section of the ICS-213 (ARES Version) form follow the same format